

EXPENSE REPORT CHECKLIST



Make sure you have all the boxes checked off before submission!

COVERSHEET:

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Comprehensive list categorizing where funds have been spent for the entire quarter. If no funds were spent issue a blank coversheet filling in the box marked “unused funds” (pg.3) with what funds are remaining in your account. (These unused funds will roll-over into next quarter.)

Bank Statement:

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Attach your ESA account bank statement. Funds on the bank statement should match funds listed on the coversheet. Contact our friends at Bank of America (1-866-692-9374) with any questions regarding your statement or to set up online banking!

RECEIPTS:

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Please attach all receipts for each purchase made using our ESA debit card. These receipts should reflect what has been listed on the coversheet and what appears on your bank statement!

ATTESTATION FORM:

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The last and easiest step! Sign your name on our attestation form (pg. 4 of the coversheet) which verifies that you did indeed spend the funds at the places listed. Just date it and you are done!

*If you are using a Paraprofessional, Tutor, or Therapy services please include proper non-expired certification

CONGRATULATIONS! With all the above boxes checked you are ready to submit your report! We recommend you email your documentation to receive an automatic acknowledgement that your report was received. PLEASE CHOOSE ONLY ONE METHOD OF SUBMISSION! You can scan and email us at esa@azed.gov; Fax us at 602-542-1005; Hand Deliver or Mail to:

Empowerment Scholarship Account Program

Arizona Department of Education

1535 W. Jefferson St. Bin #41

Phoenix, AZ 85007